

**From:** Executive Director  
**Sent:** Friday, January 11, 2008 1:57 PM  
**To:** +All HQ Employees  
**Subject:** Building Update - January 11, 2008

Again, I would like to thank you for assisting us with information about leaks in the building. Last week the major storm event that blew through Sacramento caused some water intrusion and we, DGS and our respective consultants were able to investigate reports of leaks quickly because of the information we got from employees.

Taking the time to inform us of leaks takes effort on your part, and we are trying to make it as simple as possible for employees to report concerns. There is a new button on the Building Assessment webpage, as well as on eBOE, called "Report a leak." This report form is shorter than the Building Survey form, also located on the webpage. Use the new form to report an active leak that you observe. Use the survey to report historic information. Both of these will be forwarded to the building consultants and DGS for their use in the investigation of the building.

Finally, I want to thank you for using the Building Assessment webpage as a resource. Our goal is to make this page informative for employees or others with questions about the building. If you have any ideas of issues or subjects you believe would be helpful to building occupants and would like to see those addressed on the webpage please let us know by sending an email with your suggestions through the Building Assessment webpage by clicking on the "Ask a Question" button.